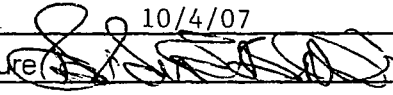


DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 2436 <hr/> Page 1 of 2
Agency Department of Public Safety and Correctional Services		Division/Unit Division of Parole and Probation/ Fiscal
Item No.	Description	Retention
1	<u>ACCOUNTING RECORDS</u> A. General Accounting Records Certificate of Deposit and Bank Deposit Slips Memorandum of Adjustments/ Returns/ Journal Entries Daily & Monthly Reconciliations B. Special Accounting Records 1. Reports of audits conducted by the Legislative Auditors 2. Reports of audits conducted by persons or agencies other than the Legislative Auditors including monthly B10332 Audit 3. Parole Bonds 4. Suspense Account/ Abandoned Property 5. Central Collections Unit C. Budget and Fiscal Planning Records Budget Estimates Budget Schedule Amendment Materials and Supplies Physical Inventory Report of Fixed Assets Report of Materials and Supplies Request for Position Action	Retain for six (6) years and until all audit requirements have been fulfilled, then destroy. 1. Retain for ten (10) years/ then destroy. 2. Retain permanently. transfer to State Archives periodically. 3. Retain for ten (10) years, then destroy. 4. Retain for ten (10) years, then destroy. 5. Retain for ten (10) years/ then destroy. Retain for six (6) years and until all audit requirements have been fulfilled, then destroy.
Schedule Approved by Department, Agency, or Division Representative. Date 10/4/07 Signature  Typed Name: Dian E. Brooks Title: Deputy Director of Administrative Services		Schedule Authorized by State Archivist Date 4 Jun 08 Signature 